



State of Tennessee Department of Children's Services

New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development

DATE: May 2 , 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

***These policies have been revised to update into new document format; update employee titles (i.e., from "Assistant Commissioner" to Executive Director", etc. and other DCS titles as necessary); obtain the current commissioner's signature (i.e., we have several policies with former Commissioner's approval signatures, etc.); update applicable TCA Codes; DCS best practice, COA, ACA standards and forms, and add purpose statement.**

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	9.8	Transfer of Juvenile Justice Youth Case Files	9	05/01/08	CS-0060, Facility Face Sheet CS-0187, Checklist for Records Transfer
Summary of Policy revisions for 9.8: Sections A and B revised to clarify items to be transferred. Minor policy review required.					
2.	11.5	Psychological and Educational Assessment of Youth in Juvenile Justice Facilities	11	03/01/05	None

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
*Policy updated as stated above. Minor policy review required.					
3.	14.26	Multiple Response Assessment Track	14	05/01/08	CS-0740, CPS Investigation Summary and Classification Decision of Child Abuse/Neglect Referral CS-0787 Non-Custodial Permanency Plan
Summary of Policy revisions for 14. 26: Supersedes 14.26, 01/01/08; Policy revisions include: "If court does order services, there must be a minimum of two (2) face-to-face contacts per month from date of court order <u>with the victim</u> ...added to all areas where this sentence appears; Revision to to Section B, 9: FSW will write a new NCPP with input from all FSTM participants . CPS will provide a copy of CPS file and the updated FFA ; Addition of Section E.					
4.	14.27	Family Crisis Intervention Services	14	05/01/08	CS-0498, Family Intervention Services Application CS-0499, Juvenile/Family Certification CS-0787, Non-custodial Service Plan CS-0818, Family Intervention Services Case File Documentation CS-0819, Family Intervention Services Case Closure
Summary of Policy revisions for 14. 27: Policy revision includes: Section A, b, expanded item b to include entire law from TCA. Minor policy review required.					
5.	18.9	Youth with Adult Sentences	18	05/01/08	CR- 2012, Sentence Reduction Credits CR-2574, Inmate Admission Assessment
Summary of Policy revisions for 18.9: Section D of policy revised to reflect that the YDC property staff person mails personal belongings to the youth's home, not the records clerks. Minor policy review required.					
6.	18.31	Religious Programs and Services for Youth in YDCs and DCS Group Homes	18	05/01/08	None
Summary of Policy revisions for 18.31: DCS Group Homes included back in policy. Minor policy review required.					

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7.	26.4	Telephone Privileges for Youth in DCS Group Homes	26	03/01/08	CS-0111, Approved Contact List CS-0327, Youth Telephone Log
*Policy updated as stated above. Policy revision: "... reviewed and reauthorized weekly by the supervisor" added to Section A, 4, to comply with COA. Minor policy review required.					
8.	27.11	Preventing, Reporting and Apprehending Runaways at DCS Group Homes	27	03/01/08	BI-0083, TBI Missing Child Report (Due to incident reporting on the <i>Critical Incident Reporting</i> Web Application, the forms listed below will remain in DCS forms on the Intranet for use in the event the <i>Application</i> is unusable.) CS-0296, Notice of Apprehension CS-0311, Incident Report
*Policy updated as stated above. Minor policy review required.					

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